Easy Simple Practical

BASIC COMPUTER STUDIES

Easy Simple Practical

For Beginners (ESL Students)

• Learn Today, Lead Tomorrow •

HARDWARE
Physical parts of a computer.

SOFTWARE
Programs and instructions.

FILES & FOLDERS
Organize and store data.

INTERNET
Connect, search and learn.

SATETY & SECURITY
Stay safe, stay smart.

EMAIL
Send, receive and communicate.

Simple Language | Step-by-Step Learning | Real Life Examples | Practice Activities

Sir. Hussain Khan

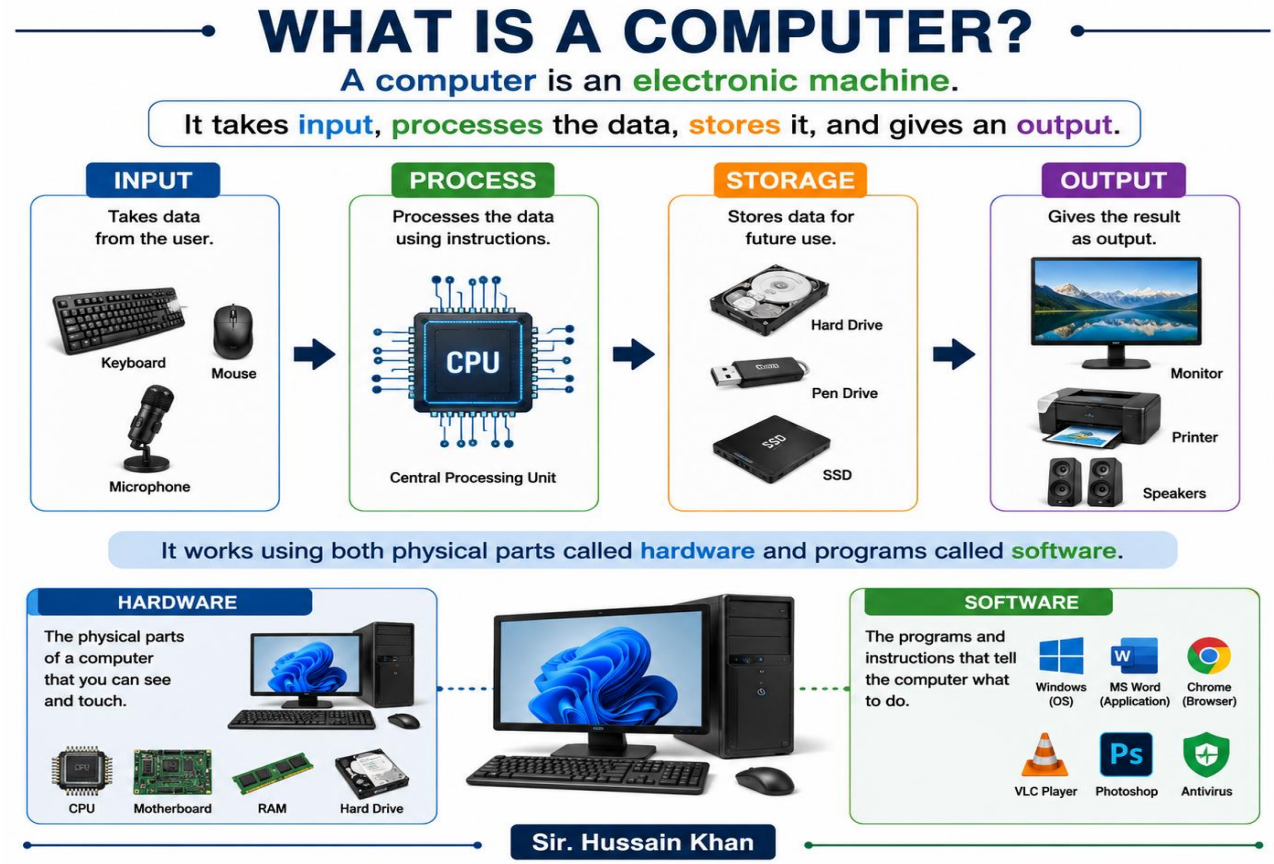
Unit 1

COMPUTER

1. Introduction

A computer is an electronic machine. It takes **input**, **processes** the data, stores it, and gives an **output**.

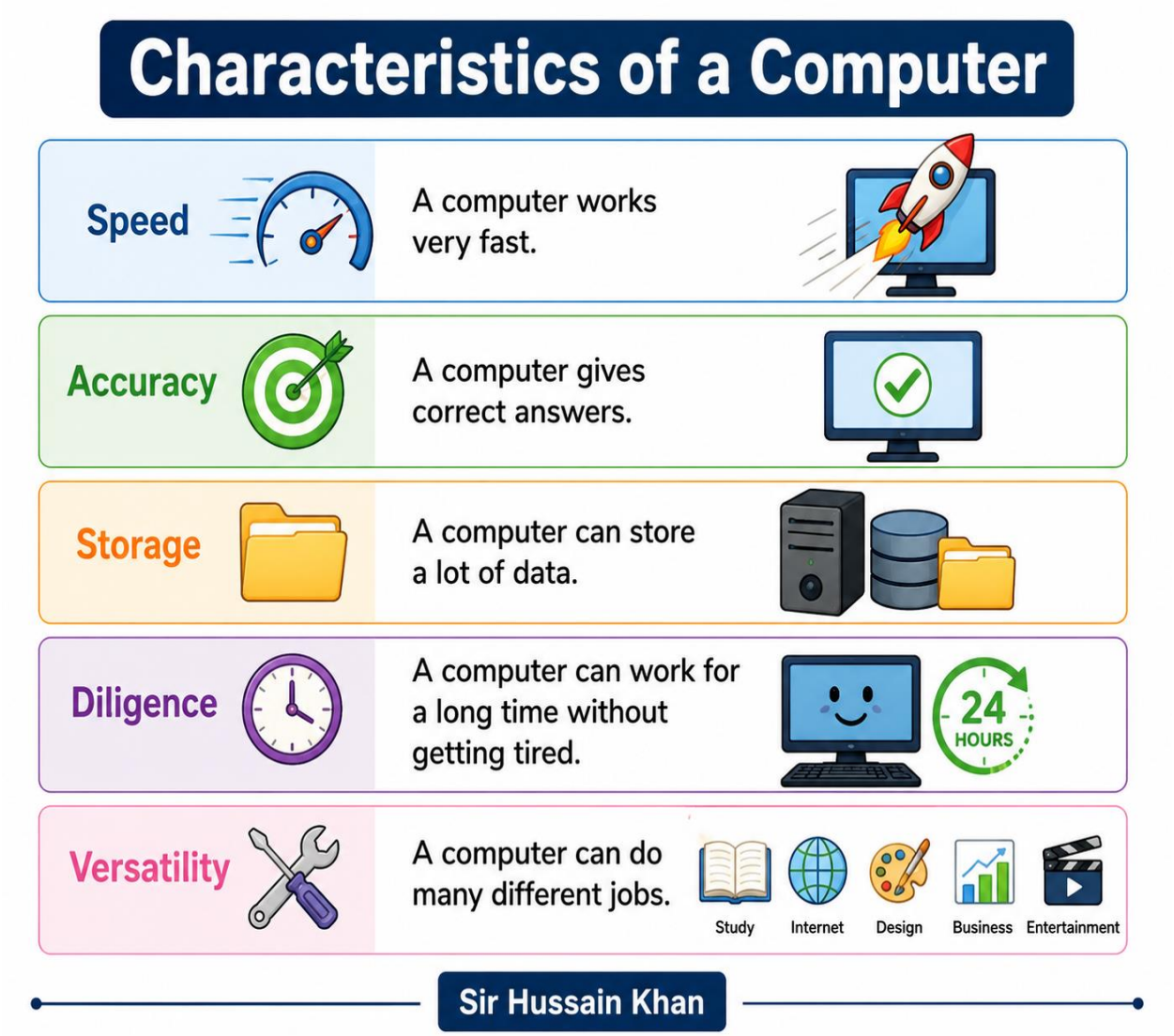
It works using both physical parts called hardware and programs called software.



2. Characteristics of a Computer

A computer has some special features. These features are called **characteristics**. They help a computer work well.

- **Speed** – A computer works very fast.
- **Accuracy** – A computer gives correct answers.
- **Storage** – A computer can store a lot of data.
- **Diligence** – A computer can work for a long time without getting tired.
- **Versatility** – A computer can do many different jobs.



3. Uses of Computers

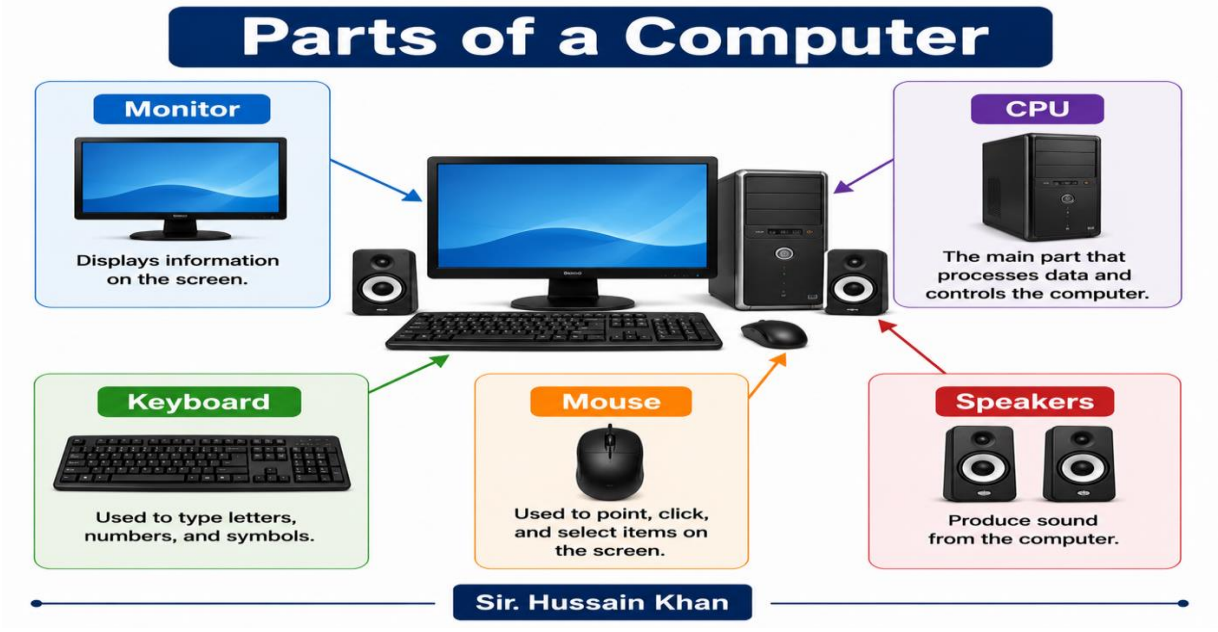
Computers help people do many tasks in different areas of life. They make work easier, faster, and more accurate.

- **Education** – Computers help students learn and teachers teach.
- **Business** – Computers help people manage work, money, and records.
- **Healthcare** – Computers help doctors and nurses care for patients.
- **Communication** – Computers help people send messages and talk online.
- **Entertainment** – Computers help people play games, watch videos, and enjoy entertainment.

4. Parts of a Computer

A computer has different parts. Each part has a special job.

- **Monitor** – Displays information on the screen.
- **Keyboard** – Used to type letters, numbers, and symbols.
- **Mouse** – Used to point, click, and select items on the screen.
- **CPU** – The main part that processes data and controls the computer.
- **Speakers** – Produce sound from the computer.


Parts of a Computer
Monitor
Displays information on the screen.
CPU
The main part that processes data and controls the computer.
Keyboard
Used to type letters, numbers, and symbols.
Mouse
Used to point, click, and select items on the screen.
Speakers
Produce sound from the computer.
Sir. Hussain Khan

5. Hardware and Software

A computer needs both **hardware** and **software** to work properly.

Hardware – The physical parts of a computer that you can see and touch.

Examples of Hardware:

- Monitor
- Keyboard
- Mouse
- CPU
- Speakers

Software – The programs and instructions that tell the computer what to do.

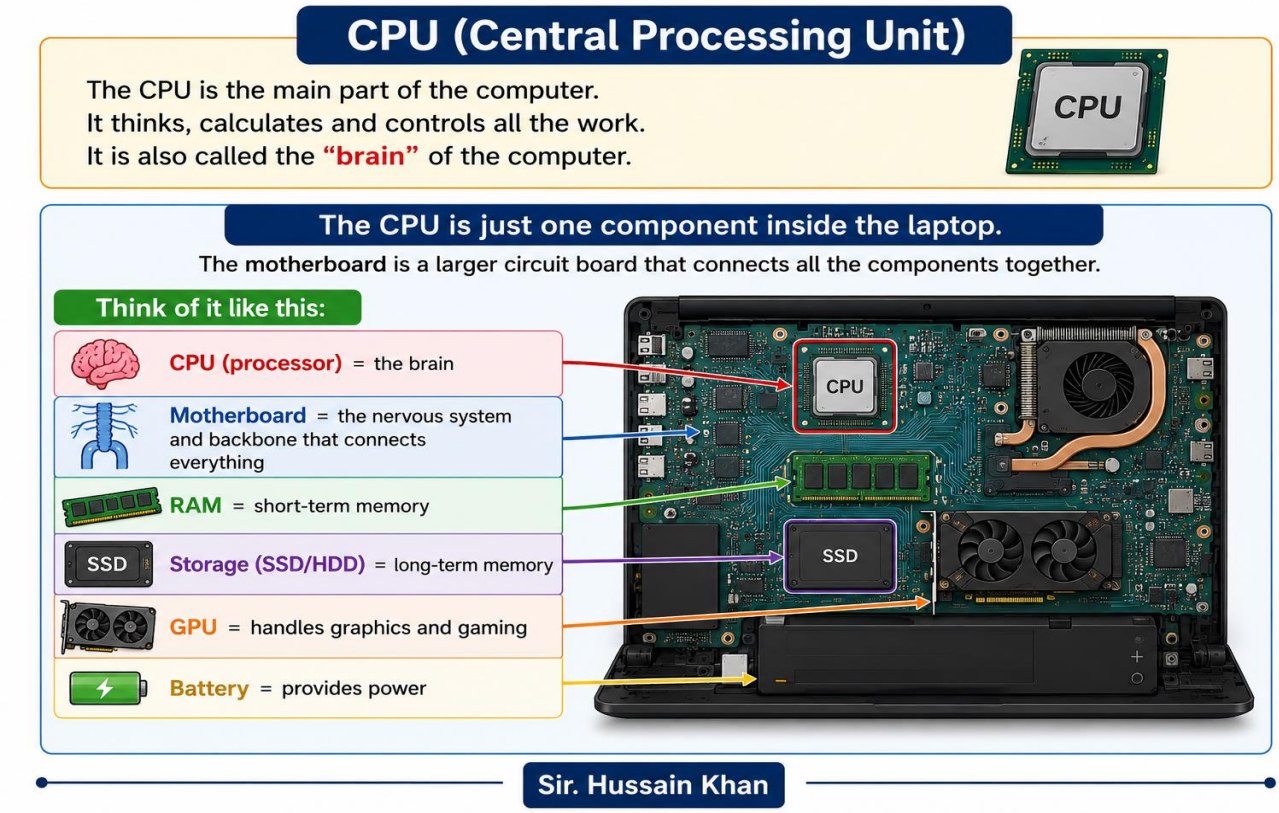
Examples of Software:

- Windows
- Microsoft Word
- Google Chrome
- Paint
- Games

6. CPU - Central Processing Unit

CPU stands for **Central Processing Unit**.

It's often called the **processor** and acts as the laptop's "brain," handling calculations, running programs, and executing instructions.


CPU (Central Processing Unit)
The CPU is the main part of the computer.
It thinks, calculates and controls all the work.
It is also called the "brain" of the computer.
CPU
The CPU is just one component inside the laptop.
The motherboard is a larger circuit board that connects all the components together.
Think of it like this:
CPU (processor) = the brain
Motherboard = the nervous system and backbone that connects everything
RAM = short-term memory
SSD
Storage (SSD/HDD) = long-term memory
GPU = handles graphics and gaming
Battery = provides power
CPU
SSD
Sir. Hussain Khan

7. Input and Output Devices

Input Devices – Devices used to enter data into a computer.

Examples of Input Devices:

- Keyboard
- Mouse
- Microphone
- Scanner

Output Devices – Devices that show or produce the results from a computer.

Examples of Output Devices:

- Monitor
- Printer

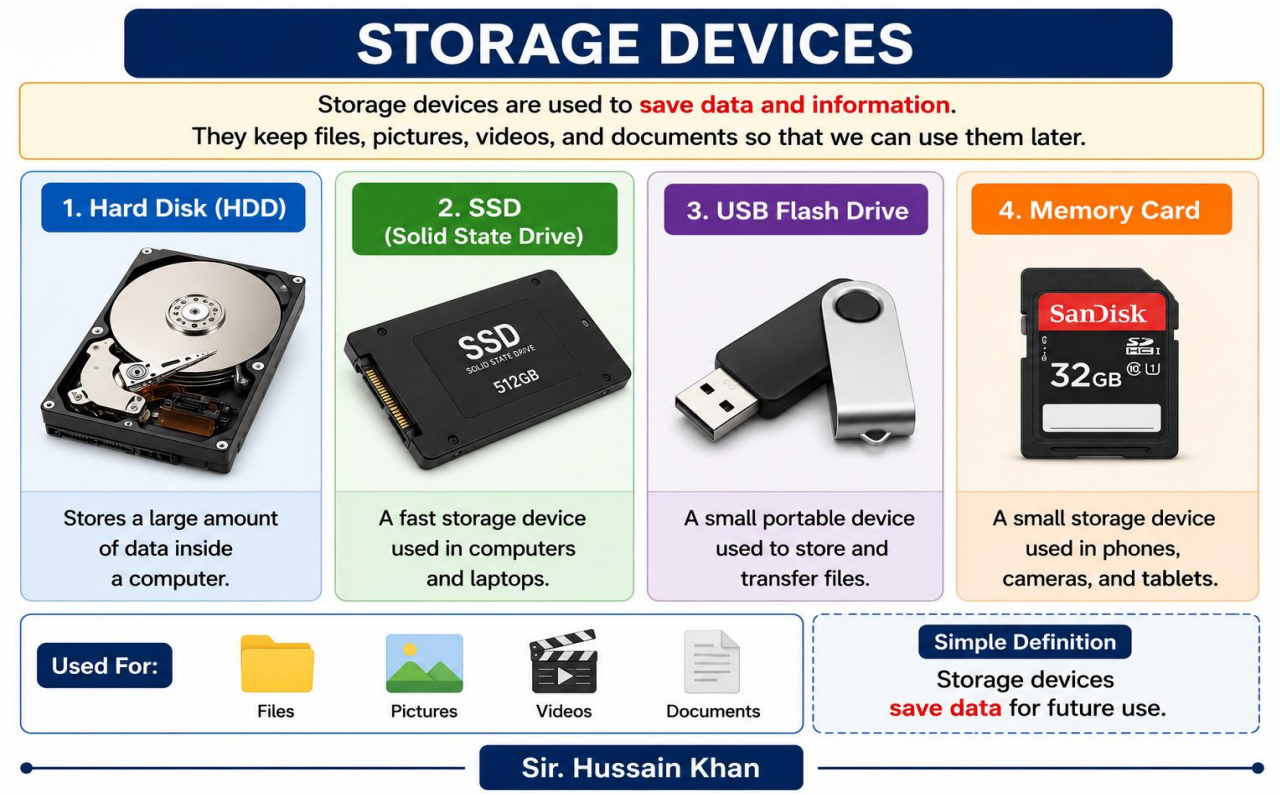
- Speakers

Exercise 1: Multiple Choice Questions

1. What is a computer?
   a) A toy b) An electronic machine c) A book d) A game
2. Which characteristic means a computer works very fast?
   a) Accuracy b) Speed
3. Which characteristic means a computer gives correct answers?
   a) Speed b) Accuracy c) Storage d) Versatility
4. Computers help students learn in:
   a) Healthcare b) Business c) Education
5. Which part of a computer displays information on the screen?
   a) Keyboard b) Mouse c) Monitor d) Speaker
6. Which part is used to type letters and numbers?
   a) Keyboard b) Mouse c) CPU d) Speaker
7. What does CPU stand for?
   a) Central Printing Unit b) Central Processing Unit
   c) Computer Power Unit d) Control Processing Unit
8. Which device is used to point and click?
   a) Monitor b) Keyboard c) Mouse d) Printer
9. Hardware means:
   a) Programs and instructions b) Physical parts of a computer
   c) Internet websites d) Computer games
10. Which of the following is software?
    a) Monitor b) Keyboard c) Microsoft Word d) Speaker

Unit 2

Storage Devices


STORAGE DEVICES
Storage devices are used to save data and information.
They keep files, pictures, videos, and documents so that we can use them later.
1. Hard Disk (HDD)
Stores a large amount of data inside a computer.
2. SSD (Solid State Drive)
SSD
SOLID STATE DRIVE
512GB
A fast storage device used in computers and laptops.
3. USB Flash Drive
A small portable device used to store and transfer files.
4. Memory Card
SanDisk
32GB
A small storage device used in phones, cameras, and tablets.
Used For:
Files
Pictures
Videos
Documents
Simple Definition
Storage devices save data for future use.
Sir. Hussain Khan

1. Types of Storage Devices

Storage devices are used to save data and information.

- **Hard Disk Drive (HDD)**
  Stores a large amount of data inside a computer.

- **SSD (Solid State Drive)**
  A fast storage device used in computers and laptops.
- **USB Flash Drive**
  A small portable device used to store and transfer files.
- **Memory Card**
  A small storage device used in phones, cameras, and tablets.

Storage Device	Main Feature
Hard Disk (HDD)	Stores a large amount of data and is usually less expensive, but slower.
SSD (Solid State Drive)	Faster than an HDD and helps computers start and run quickly.
USB Flash Drive	Small and portable; used to carry and transfer files between devices.
Memory Card	Very small storage device used mainly in phones, cameras, and tablets.

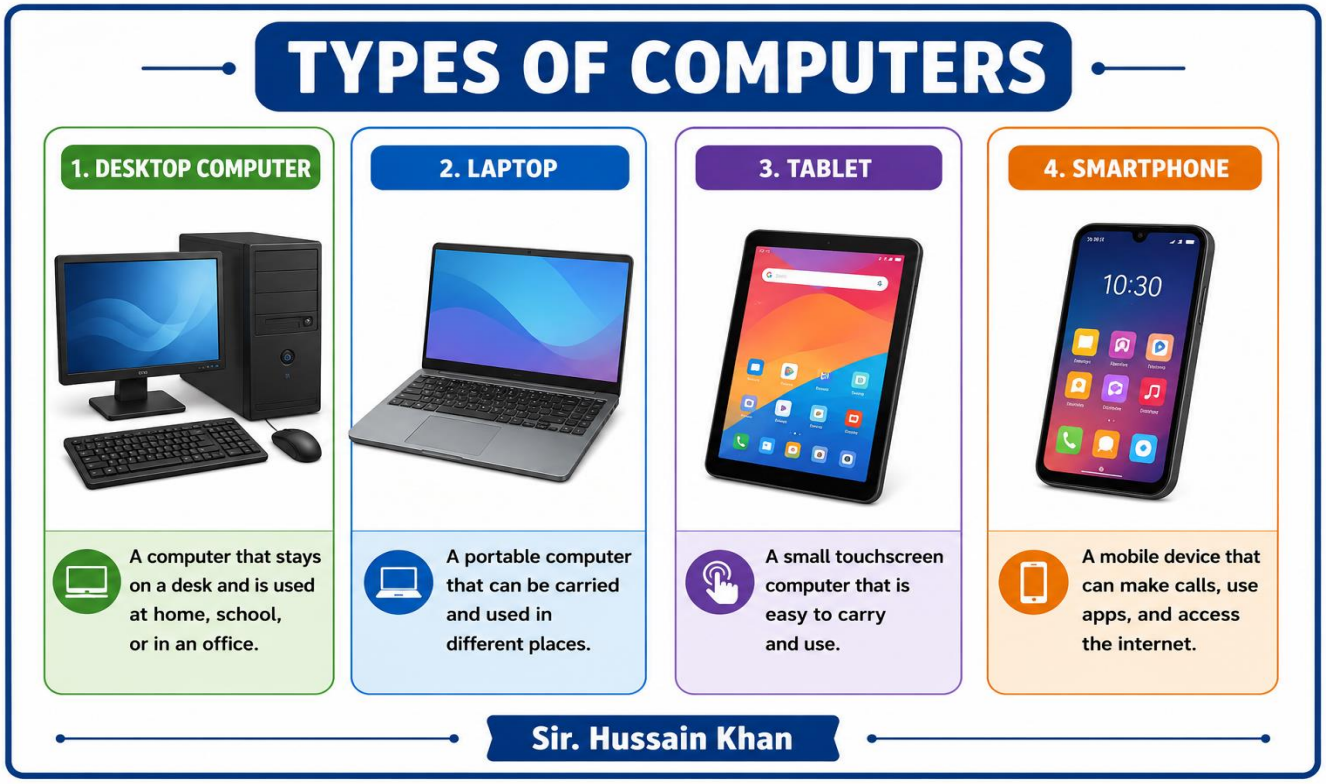
- **SSD** = A strong, fast worker who can quickly find and carry items.
- **HDD** = A slower worker who can still carry a lot of items, but takes more time to find and move them.

2. Types of Computers

Computers come in different types and sizes.
Each type is designed for different uses.

- **Desktop Computer** – A computer that stays on a desk and is used at home, school, or in an office.

- **Laptop** – A portable computer that can be carried and used in different places.
- **Tablet** – A small touchscreen computer that is easy to carry and use.
- **Smartphone** – A mobile device that can make calls, use apps, and access the internet.


TYPES OF COMPUTERS
1. DESKTOP COMPUTER
A computer that stays on a desk and is used at home, school, or in an office.
2. LAPTOP
A portable computer that can be carried and used in different places.
3. TABLET
A small touchscreen computer that is easy to carry and use.
4. SMARTPHONE
10:30
A mobile device that can make calls, use apps, and access the internet.
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3. Computer Care and Safety

Computers need proper care to work well and last longer.
Following safety rules helps protect both the computer and its users.

- **Keeping Computers Clean** – Keep the computer free from dust and dirt.
- **Proper Shutdown** – Always shut down the computer correctly before turning it off.
- **Protecting from Viruses** – Use antivirus software and avoid opening unknown files.

4. Operating System (OS)

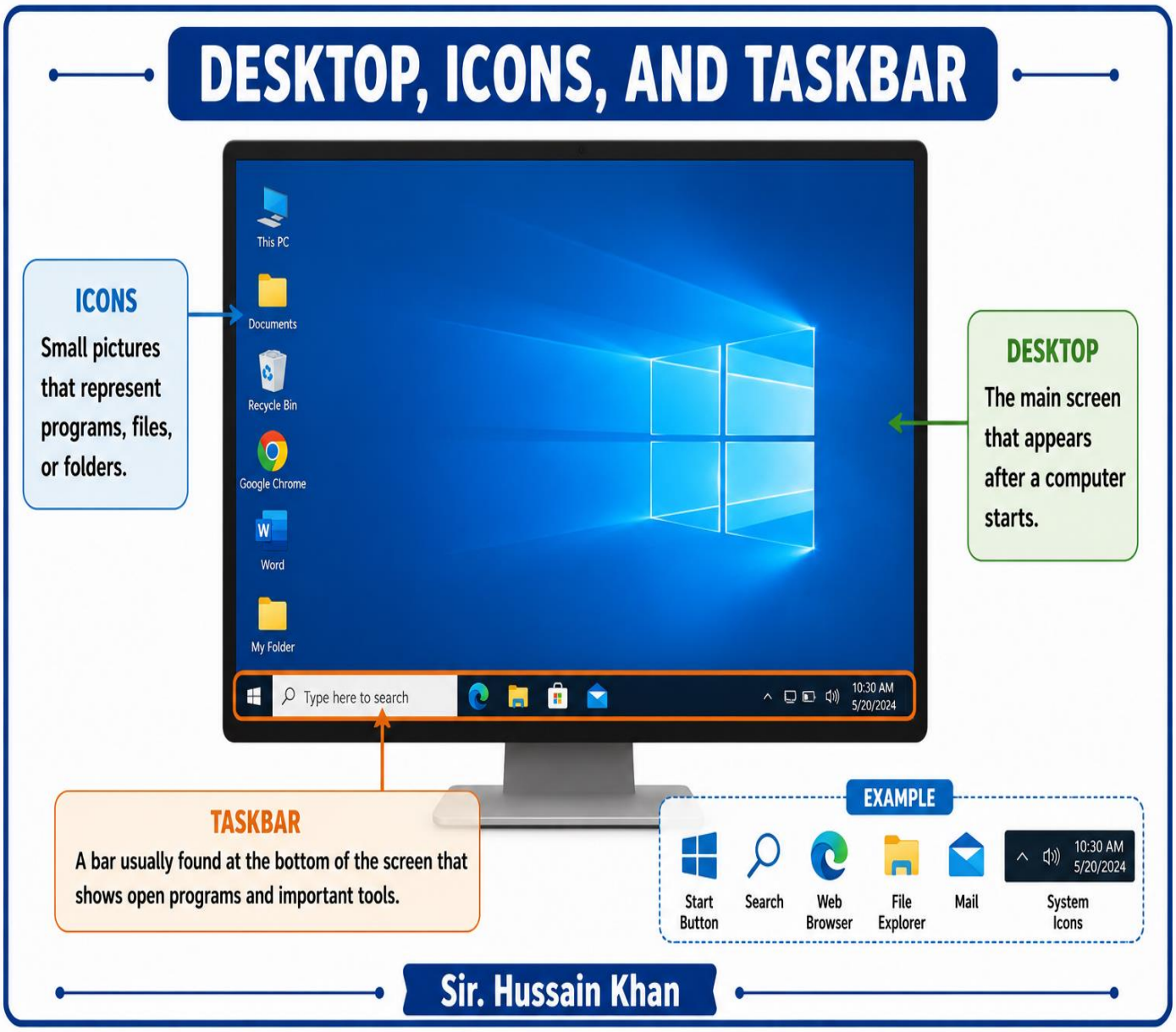
An **Operating System (OS)** is software that helps a computer work.
It allows users to run programs, manage files, and use computer devices.

Examples of Operating Systems:

- **Windows** – Used on many desktop computers and laptops.
- **Android** – Used on many smartphones and tablets.
- **iOS** – Used on Apple iPhones and iPads.

5. Desktop, Icons, and Taskbar

- **Desktop** – The main screen that appears after a computer starts.
- **Icons** – Small pictures that represent programs, files, or folders.
- **Taskbar** – A bar usually found at the bottom of the screen that shows open programs and important tools.



6. Using a Keyboard

USING A KEYBOARD
A keyboard is an input device used to enter letters, numbers, and commands into a computer.
NUMBER KEYS
Used to type numbers (0–9).
ALPHABET KEYS
Used to type letters (A–Z).
SHIFT KEY
Used to type capital letters and special symbols.
BACKSPACE KEY
Used to delete characters to the left of the cursor.
ENTER KEY
Used to start a new line or give a command.
SPACEBAR
Used to add spaces between words.
KEYBOARD SHORTCUT TIP
Shift + Letter
Makes capital letters
Shift + Number
Types special symbols
Backspace
Deletes to the left
Spacebar
Adds a space
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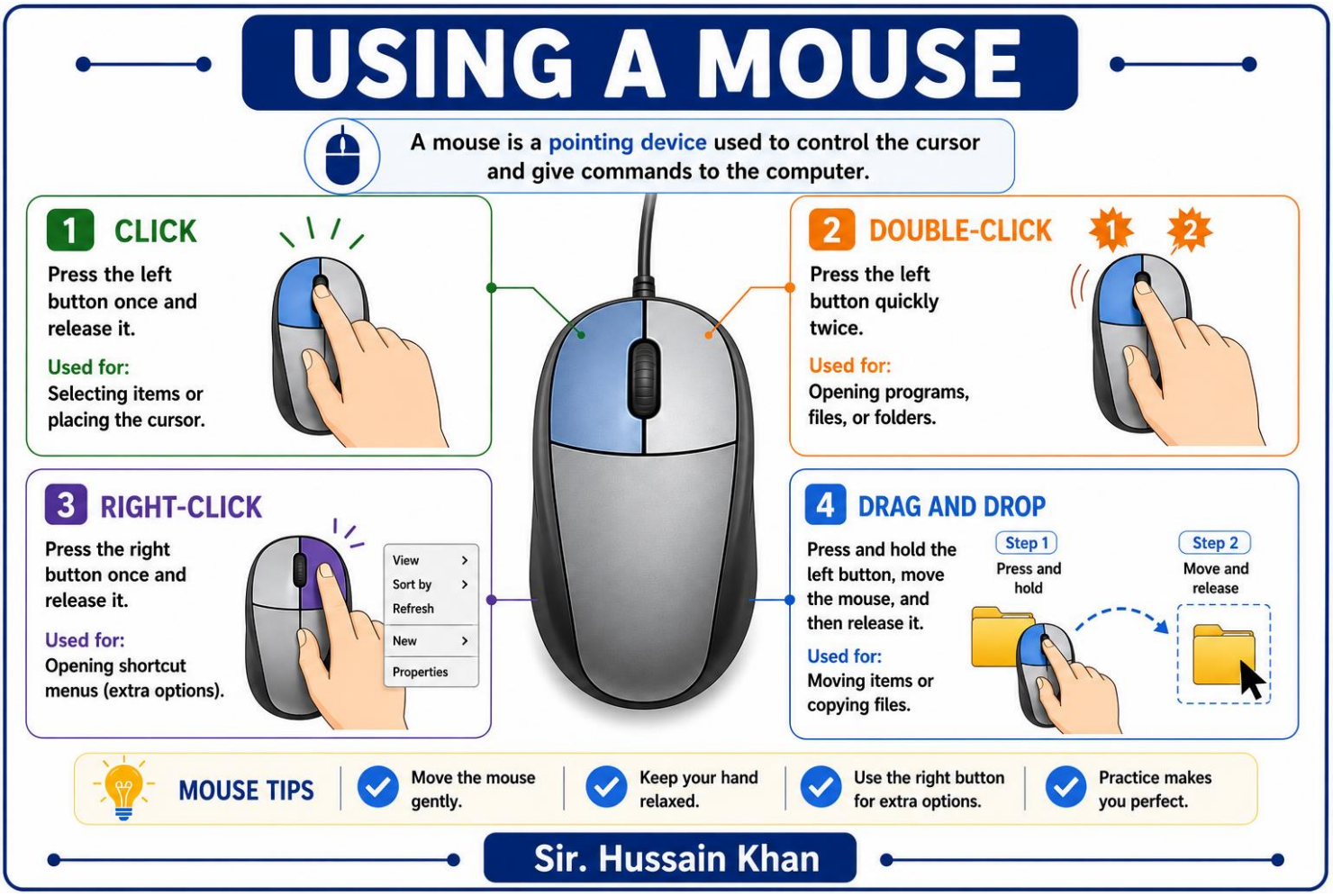
7. Using a Mouse

A mouse can be used to perform different tasks.

- Click
- Double-click
- Right-click
- Drag and drop

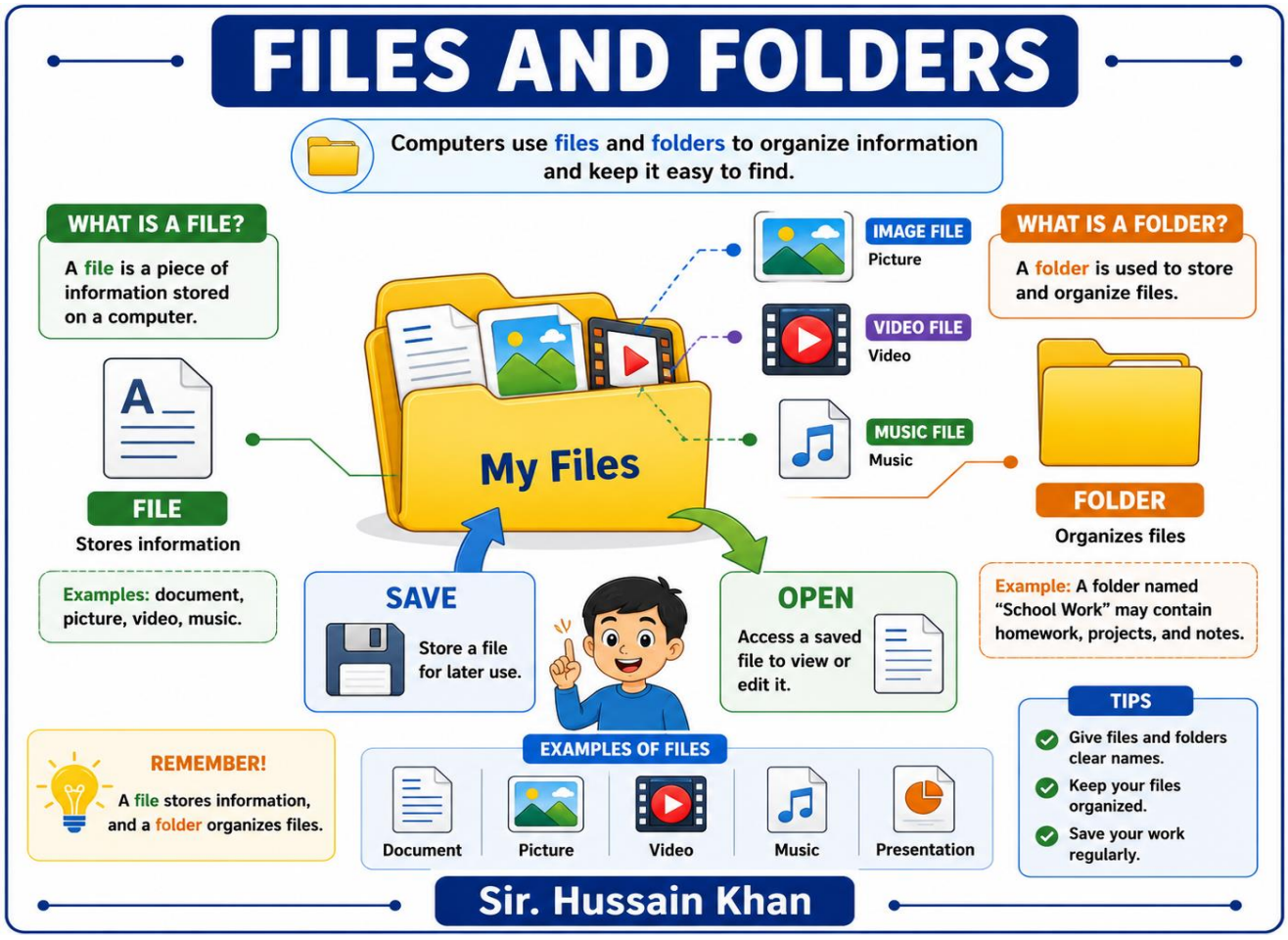

USING A MOUSE
A mouse is a pointing device used to control the cursor and give commands to the computer.
1 CLICK
Press the left button once and release it.
Used for:
Selecting items or placing the cursor.
2 DOUBLE-CLICK
Press the left button quickly twice.
Used for:
Opening programs, files, or folders.
3 RIGHT-CLICK
Press the right button once and release it.
Used for:
Opening shortcut menus (extra options).
View
Sort by
Refresh
New
Properties
4 DRAG AND DROP
Press and hold the left button, move the mouse, and then release it.
Used for:
Moving items or copying files.
Step 1
Press and hold
Step 2
Move and release
MOUSE TIPS
Move the mouse gently.
Keep your hand relaxed.
Use the right button for extra options.
Practice makes you perfect.
Sir. Hussain Khan

Exercise: Multiple Choice Questions

1. What does OS stand for?
   a) Operating System b) Open System c) Output System
2. What is an operating system?
   a) Software that helps a computer work b) A storage device
   c) An input device
3. Which of the following is an operating system?
   a) Keyboard b) Windows c) Mouse
4. Icons are: a) Small pictures that represent programs, files, or folders
   b) Computer cables c) Speakers

Unit 3

Files & Folders



- **What is a file?**
- **What is a folder?**
- **Saving and opening files**

Computers use files and folders to organize information and keep it easy to find.

What is a File?

A file is a piece of information stored on a computer.
It can be a document, picture, video, music file, or other type of data.

Example: A homework document, a photo, or a video.

What is a Folder?

A folder is used to store and organize files. It helps keep related files together.

Example: A folder named School Work may contain homework, projects, and notes.

Saving and Opening Files

- Saving a File – Storing a file on a computer so it can be used later.
- Opening a File – Accessing a saved file to view or edit it.

1. Exploring the Desktop

The **desktop** is the main screen that appears after a computer starts. It contains icons, the taskbar, and other tools that help users work on a computer.

Desktop

The **desktop** is the main screen of a computer where programs, files, and folders can be accessed.

Icons

Icons are small pictures that represent programs, files, folders, or tools. Clicking an icon opens it.

Taskbar

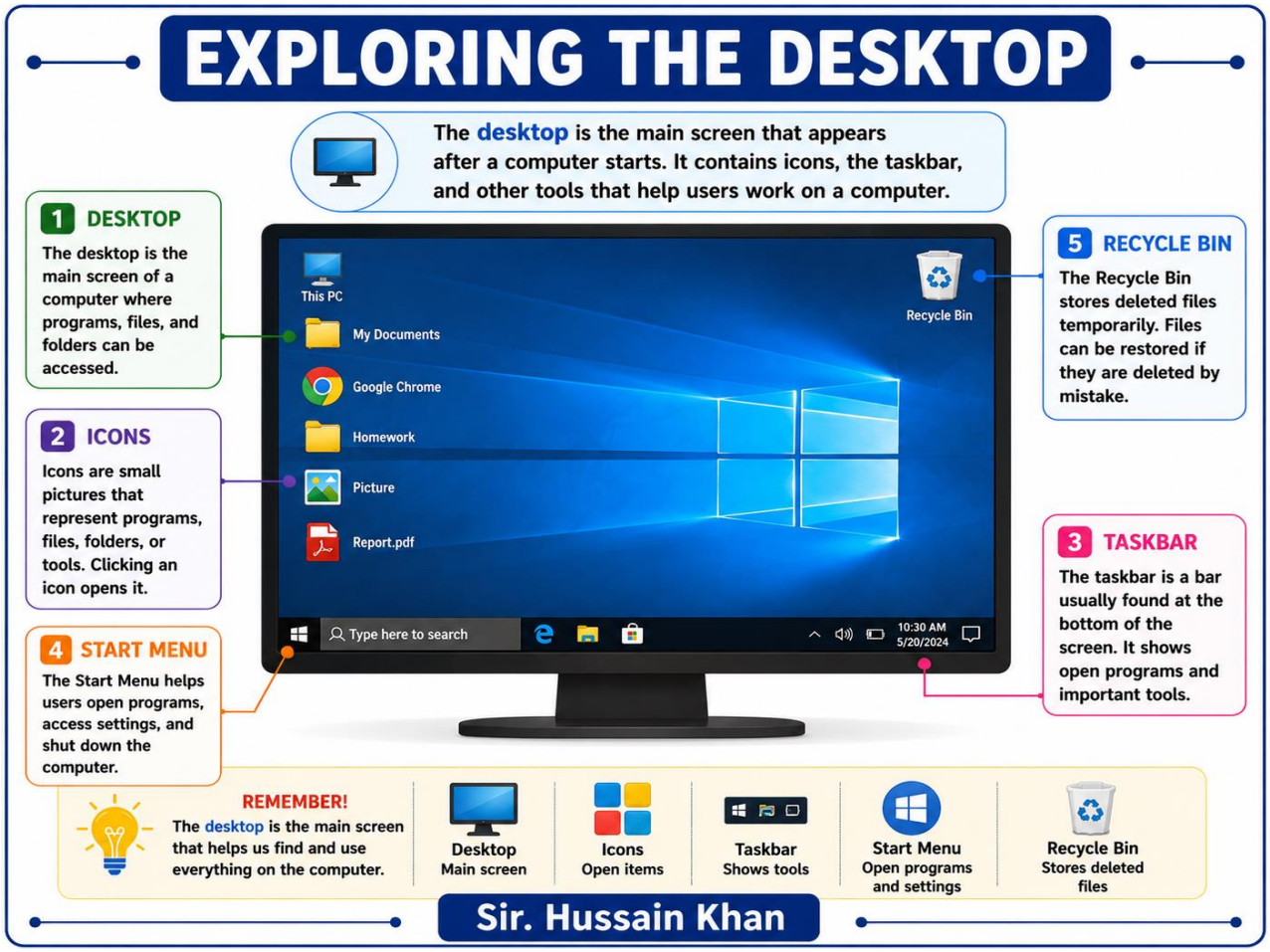
The **taskbar** is a bar usually found at the bottom of the screen. It shows open programs and important tools.

Start Menu

The **Start Menu** helps users open programs, access settings, and shut down the computer.

Recycle Bin

The **Recycle Bin** stores deleted files temporarily. Files can be restored if they are deleted by mistake.


EXPLORING THE DESKTOP
The desktop is the main screen that appears after a computer starts. It contains icons, the taskbar, and other tools that help users work on a computer.
1 DESKTOP
The desktop is the main screen of a computer where programs, files, and folders can be accessed.
2 ICONS
Icons are small pictures that represent programs, files, folders, or tools. Clicking an icon opens it.
4 START MENU
The Start Menu helps users open programs, access settings, and shut down the computer.
5 RECYCLE BIN
The Recycle Bin stores deleted files temporarily. Files can be restored if they are deleted by mistake.
3 TASKBAR
The taskbar is a bar usually found at the bottom of the screen. It shows open programs and important tools.
This PC
My Documents
Google Chrome
Homework
Picture
Report.pdf
Recycle Bin
Type here to search
10:30 AM
5/20/2024
REMEMBER!
The desktop is the main screen that helps us find and use everything on the computer.
Desktop
Main screen
Icons
Open items
Taskbar
Shows tools
Start Menu
Open programs and settings
Recycle Bin
Stores deleted files
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2. Using the Start Menu

The **Start Menu** helps users open programs, search for files, access settings, and shut down the computer.

Search Box

The **Search Box** is used to find programs, files, and folders quickly.

All Apps

The **All Apps** list shows the programs installed on the computer.

Settings

Settings allows users to change computer options such as display, sound, and Wi-Fi.

Power Button

The **Power Button** is used to shut down, restart, or put the computer to sleep.

3. Opening and Closing Programs

Programs are used to perform different tasks on a computer.
Users can open programs to work and close them when finished.

Opening a Program

To open a program:

1. Click the **Start Menu**.
2. Select the program you want to use.
3. The program window will open on the screen.

Closing a Program

To close a program:

1. Click the **Close (X)** button in the top-right corner of the window.
2. The program will close.

Minimize Button

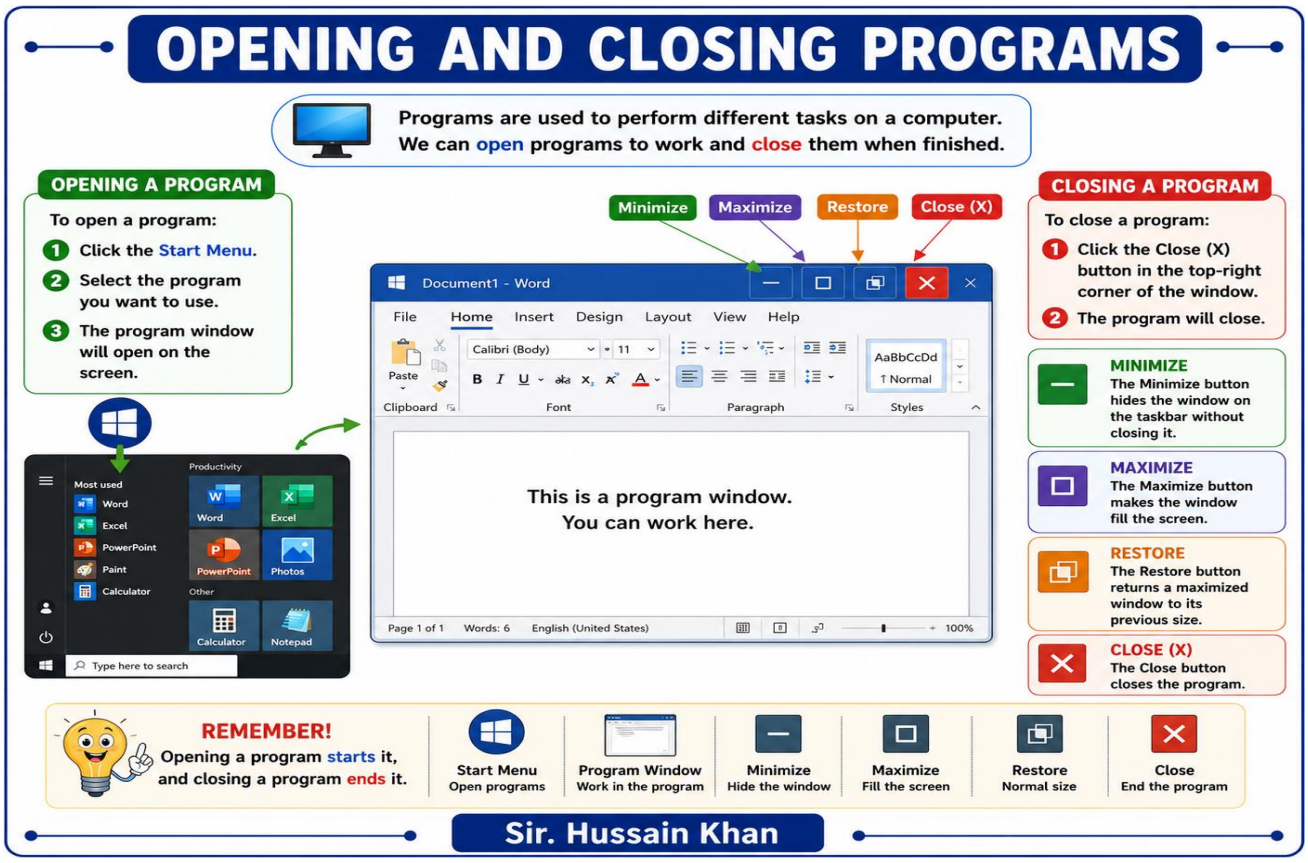
The **Minimize** button hides the window on the taskbar without closing it.

Maximize Button

The **Maximize** button makes the window fill the screen.

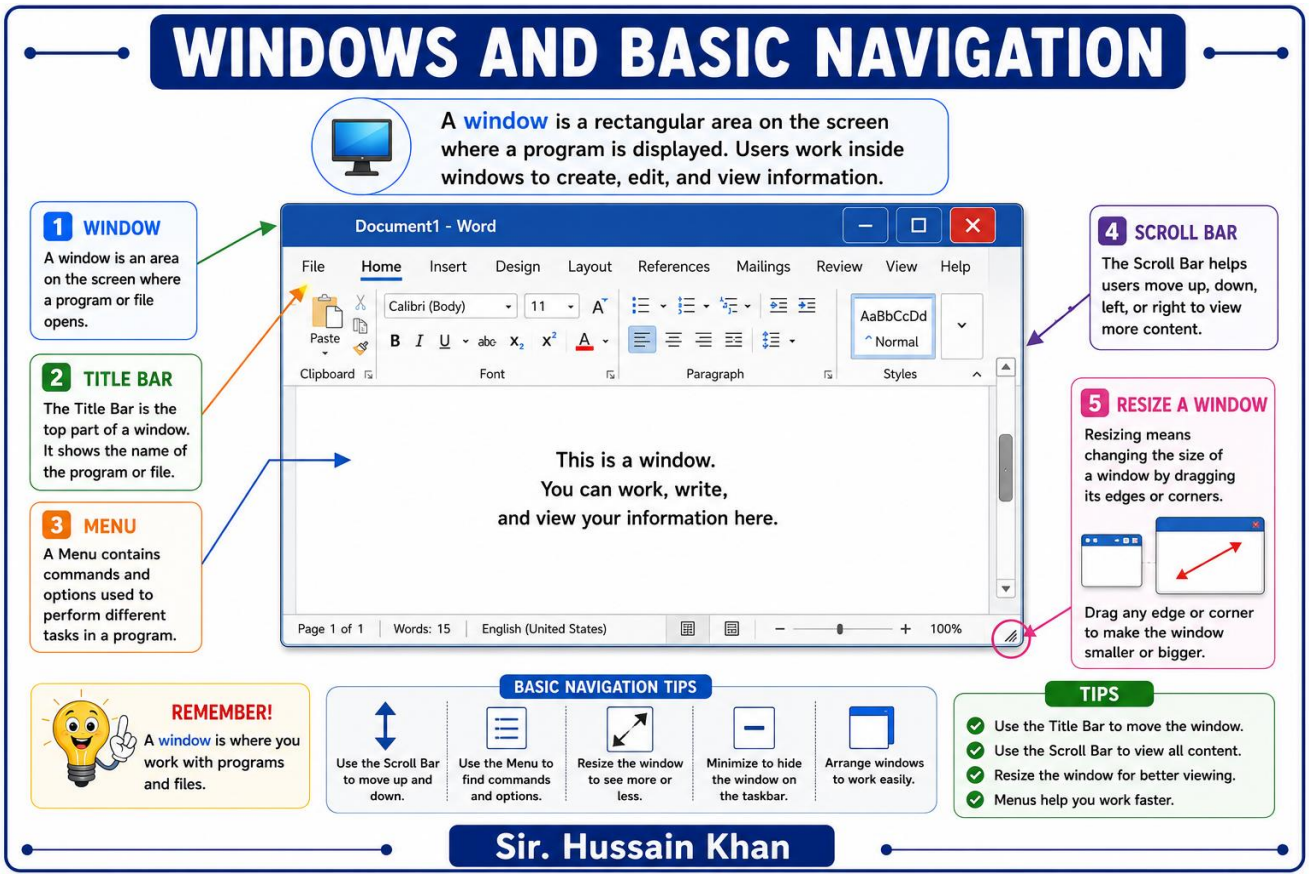
Restore Button

The **Restore** button returns a maximized window to its previous size.


OPENING AND CLOSING PROGRAMS
Programs are used to perform different tasks on a computer.
We can open programs to work and close them when finished.
OPENING A PROGRAM
To open a program:
1 Click the Start Menu.
2 Select the program you want to use.
3 The program window will open on the screen.
Minimize
Maximize
Restore
Close (X)
Document1 - Word
File Home Insert Design Layout View Help
This is a program window.
You can work here.
Page 1 of 1 Words: 6 English (United States)
CLOSING A PROGRAM
To close a program:
1 Click the Close (X) button in the top-right corner of the window.
2 The program will close.
MINIMIZE
The Minimize button hides the window on the taskbar without closing it.
MAXIMIZE
The Maximize button makes the window fill the screen.
RESTORE
The Restore button returns a maximized window to its previous size.
CLOSE (X)
The Close button closes the program.
REMEMBER!
Opening a program starts it, and closing a program ends it.
Start Menu Open programs
Program Window Work in the program
Minimize Hide the window
Maximize Fill the screen
Restore Normal size
Close End the program
Sir. Hussain Khan

4. Windows and Basic Navigation

- A **window** is a rectangular area on the screen where a program is displayed. Users work inside windows to create, edit, and view information.
- A **window** is an area on the screen where a program or file opens.
- The **Title Bar** is the top part of a window. It shows the name of the program or file.
- The **Scroll Bar** helps users move up, down, left, or right to view more content.
- A **Menu** contains commands and options used to perform different tasks in a program.
- **Resizing** means changing the size of a window by dragging its edges or corners.


WINDOWS AND BASIC NAVIGATION
A window is a rectangular area on the screen where a program is displayed. Users work inside windows to create, edit, and view information.
1 WINDOW
A window is an area on the screen where a program or file opens.
2 TITLE BAR
The Title Bar is the top part of a window. It shows the name of the program or file.
3 MENU
A Menu contains commands and options used to perform different tasks in a program.
Document1 - Word
File Home Insert Design Layout References Mailings Review View Help
This is a window.
You can work, write,
and view your information here.
Page 1 of 1 Words: 15 English (United States) 100%
4 SCROLL BAR
The Scroll Bar helps users move up, down, left, or right to view more content.
5 RESIZE A WINDOW
Resizing means changing the size of a window by dragging its edges or corners.
Drag any edge or corner to make the window smaller or bigger.
REMEMBER!
A window is where you work with programs and files.
BASIC NAVIGATION TIPS
Use the Scroll Bar to move up and down.
Use the Menu to find commands and options.
Resize the window to see more or less.
Minimize to hide the window on the taskbar.
Arrange windows to work easily.
TIPS
Use the Title Bar to move the window.
Use the Scroll Bar to view all content.
Resize the window for better viewing.
Menus help you work faster.
Sir. Hussain Khan

5. Control Panel / Settings

Settings helps users change and manage different options on a computer.

Change Date and Time

Users can set the correct **date and time** on the computer.

Change Wallpaper

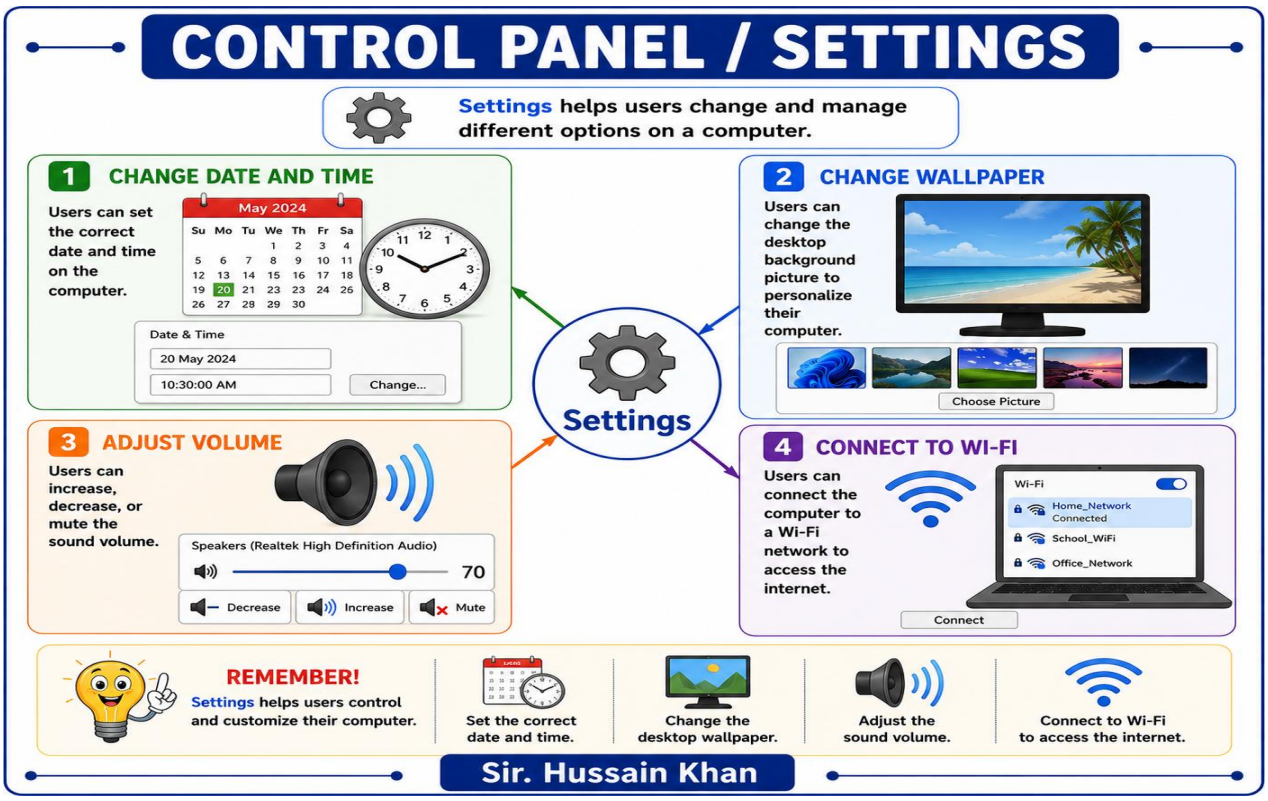
Users can change the **desktop background picture** to personalize their computer.

Adjust Volume

Users can increase, decrease, or mute the **sound volume**.

Connect to Wi-Fi

Users can connect the computer to a **Wi-Fi network** to access the internet

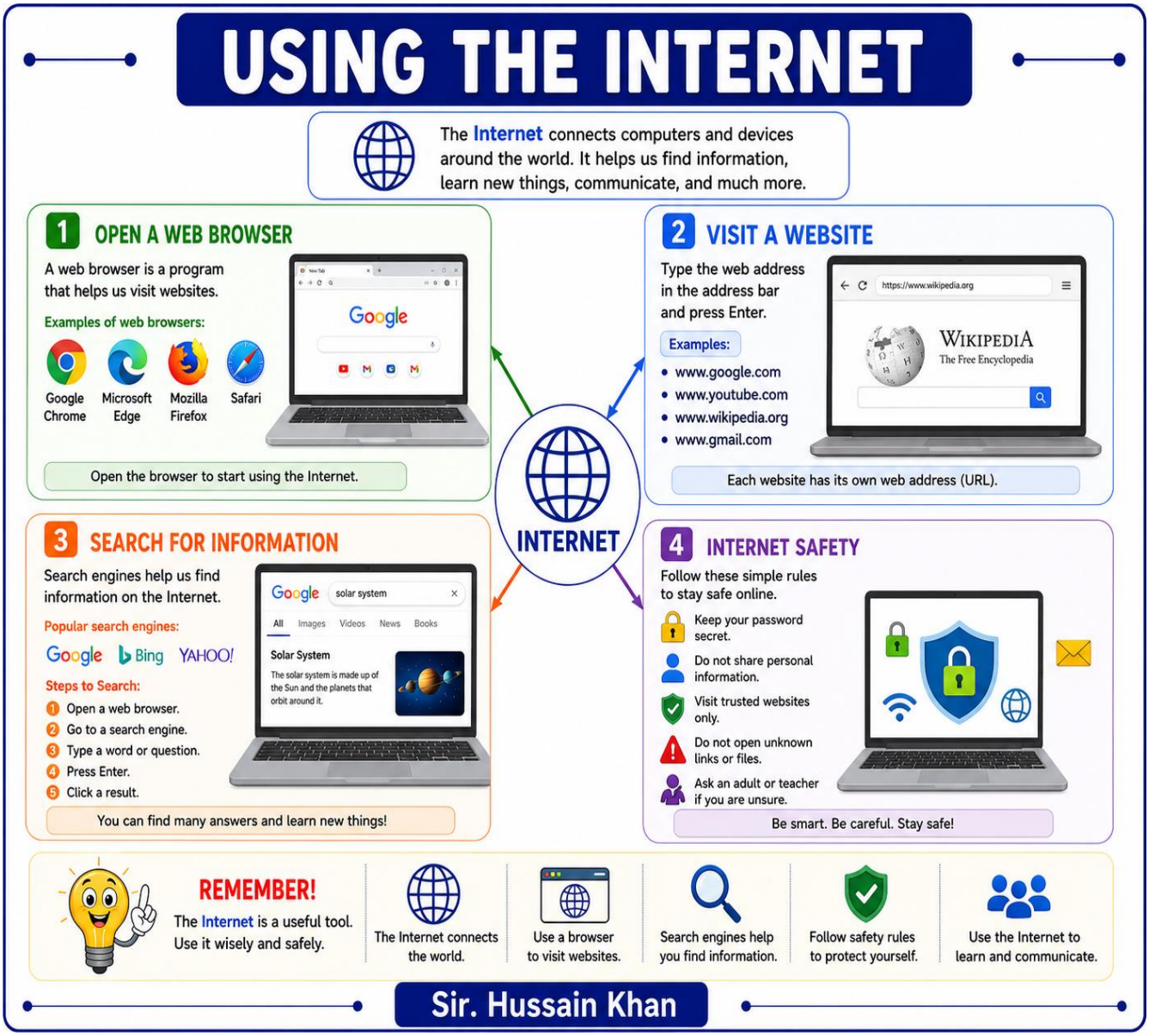

CONTROL PANEL / SETTINGS
Settings helps users change and manage different options on a computer.
1 CHANGE DATE AND TIME
Users can set the correct date and time on the computer.
May 2024
Date & Time
20 May 2024
10:30:00 AM
Change...
2 CHANGE WALLPAPER
Users can change the desktop background picture to personalize their computer.
Choose Picture
Settings
3 ADJUST VOLUME
Users can increase, decrease, or mute the sound volume.
Speakers (Realtek High Definition Audio)
70
Decrease
Increase
Mute
4 CONNECT TO WI-FI
Users can connect the computer to a Wi-Fi network to access the internet.
Wi-Fi
Home_Network Connected
School_WiFi
Office_Network
Connect
REMEMBER!
Settings helps users control and customize their computer.
Set the correct date and time.
Change the desktop wallpaper.
Adjust the sound volume.
Connect to Wi-Fi to access the internet.
Sir. Hussain Khan

Exercise: Multiple Choice Questions

1. What is the desktop?
   a) The main screen of a computer b) A storage device c) A keyboard key
2. What are icons?
   a) Computer cables b) Small pictures that represent programs, files, or folders
3. Where is the taskbar usually found?
   a) At the bottom of the screen b) Inside the CPU c) On the keyboard
4. What is the purpose of the Start Menu?
   a) To clean the computer b) To open programs and settings c) To print documents
5. What does the Recycle Bin store?
   a) Music files only b) Deleted files temporarily c) Computer games
6. What is a program window?
   a) A storage device b) An area where a program or file opens c) A type of mouse
7. What does the Title Bar show?
   a) The name of the program or file b) The computer password c) The date only
8. What is the Scroll Bar used for?
   a) To turn off the computer b) To move through content on the screen
9. What does a menu contain?
   a) Commands and options b) Computer parts c) Pictures only
10. What does it mean to resize a window?
    a) Change the size of the window b) Delete the window c) Print the window
11. Which button closes a program window? a) Minimize (-) b) Close (X) c) Maximize (□)
12. What is Settings used for?
    a) Playing games only b) Changing and managing computer options
13. Which setting can be changed in Settings? a) Date and time b) CPU size

Unit 4

Using the Internet


USING THE INTERNET
The Internet connects computers and devices around the world. It helps us find information, learn new things, communicate, and much more.
1 OPEN A WEB BROWSER
A web browser is a program that helps us visit websites.
Examples of web browsers:
Google Chrome
Microsoft Edge
Mozilla Firefox
Safari
Open the browser to start using the Internet.
2 VISIT A WEBSITE
Type the web address in the address bar and press Enter.
Examples:
www.google.com
www.youtube.com
www.wikipedia.org
www.gmail.com
Each website has its own web address (URL).
INTERNET
3 SEARCH FOR INFORMATION
Search engines help us find information on the Internet.
Popular search engines:
Google
Bing
YAHOO!
Steps to Search:
1 Open a web browser.
2 Go to a search engine.
3 Type a word or question.
4 Press Enter.
5 Click a result.
You can find many answers and learn new things!
4 INTERNET SAFETY
Follow these simple rules to stay safe online.
Keep your password secret.
Do not share personal information.
Visit trusted websites only.
Do not open unknown links or files.
Ask an adult or teacher if you are unsure.
Be smart. Be careful. Stay safe!
REMEMBER!
The Internet is a useful tool. Use it wisely and safely.
The Internet connects the world.
Use a browser to visit websites.
Search engines help you find information.
Follow safety rules to protect yourself.
Use the Internet to learn and communicate.
Sir. Hussain Khan

What is the Internet?

The Internet connects computers and devices around the world.

People use the Internet to:

- Find information
- Watch videos
- Send messages
- Learn new things
- Talk to family and friends

The Internet is used every day at home, school, and work.

What is a Web Browser?

A web browser is a program that helps you visit websites.

Some common web browsers are:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Safari

You use a browser to open websites and view web pages.

What is a website?

A **website** is a place on the Internet that contains information.

Examples:

- Google

- YouTube
- Wikipedia
- Gmail

Each website has its own address.

What is a Web Address?

A **web address** tells the browser where to find a website.

Examples:

- www.google.com
- www.youtube.com
- www.wikipedia.org

Type the web address into the address bar and press **Enter**.

Using a Search Engine

A **search engine** helps you find information on the Internet.

Examples:

- Google
- Bing
- Yahoo

Steps to Search

1. Open a web browser.
2. Go to a search engine.
3. Type a word or question.

4. Press **Enter**.
5. Click a result.

Example:

Search: Cats

The search engine shows information about cats.

Internet Safety

Always be careful when using the Internet.

Safety Rules

- Keep your password secret.
- Do not share personal information.
- Visit trusted websites.
- Do not open unknown links.
- Ask an adult or teacher if you are unsure.

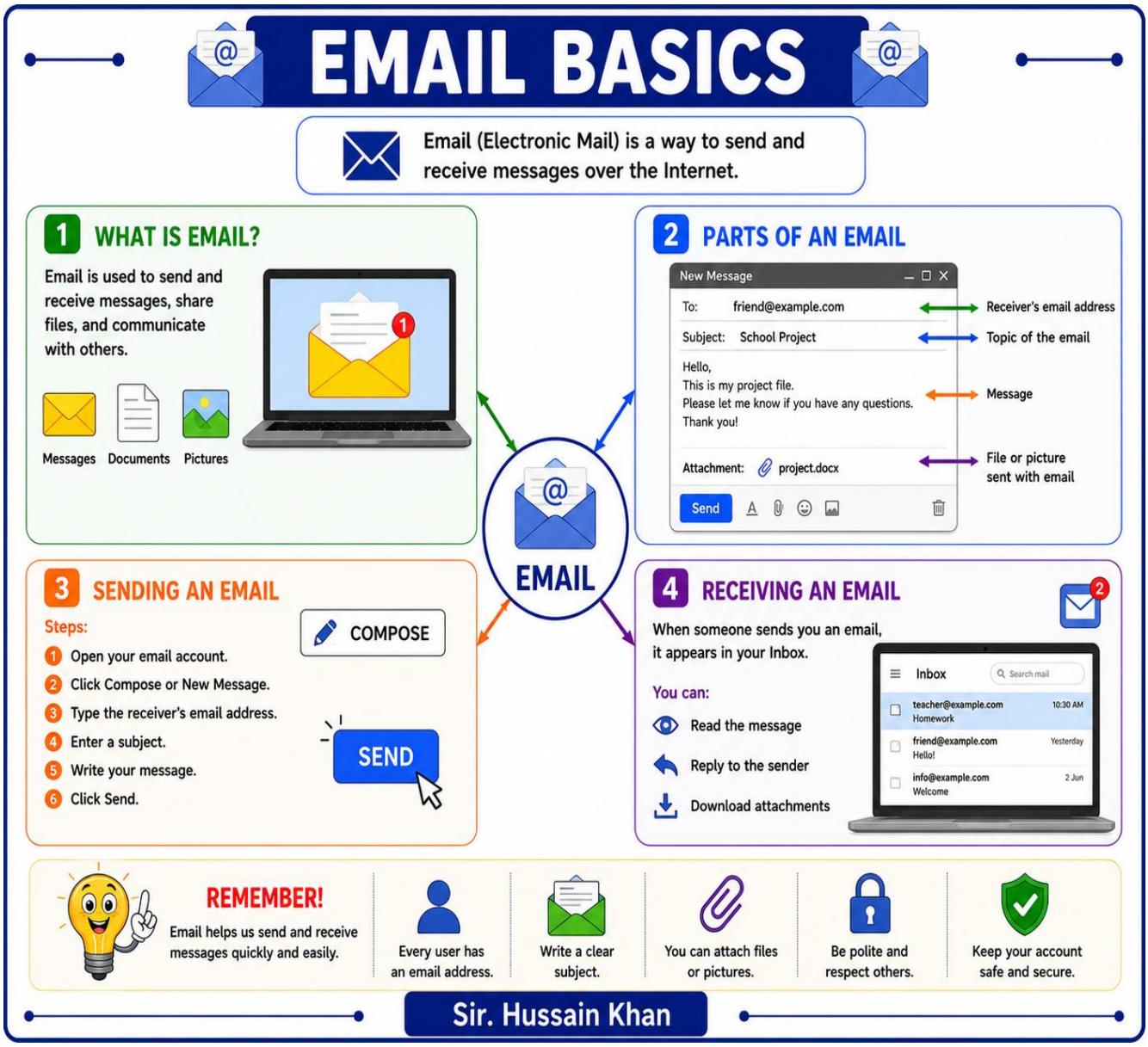
Common Uses of the Internet

People use the Internet to:

- Learn
- Read news
- Watch videos
- Send emails
- Chat with friends
- Shop online

Unit 5

Email Basics



1. What is Email?

Email stands for electronic mail.

Email is used to send and receive messages over the Internet.

People use email to:

- Send messages
- Share documents
- Send pictures
- Communicate with schools and workplaces

Email Address

An email address is used to send and receive emails.

Examples:

- student@gmail.com
- ali@yahoo.com
- sara@outlook.com

Each person has a unique email address.

Parts of an Email

An email usually contains:

- To: Receiver's email address
- Subject: Topic of the email
- Message: Information you want to send
- Attachment: File or picture sent with the email

Sending an Email

Steps:

1. Open your email account.
2. Click **Compose** or **New Message**.
3. Type the receiver's email address.
4. Enter a subject.
5. Write your message.
6. Click **Send**.

Receiving an Email

When someone sends you an email, it appears in your **Inbox**.

You can:

- Read the message
- Reply to the sender
- Download attachments

2. Online Communication

What is Online Communication?

Online communication means talking to people using the Internet.

People can communicate by:

- Email
- Chat messages
- Voice calls

- Video calls

3. Chat Messages

Chat messages are short messages sent online.

Examples:

- WhatsApp
- Messenger
- Telegram

Messages can be sent quickly to friends and family.

Voice Calls

Voice calls allow people to talk over the Internet.

Examples:

- WhatsApp Calls
- Skype
- Google Meet

Video Calls

Video calls allow people to see and hear each other.

People use video calls for:

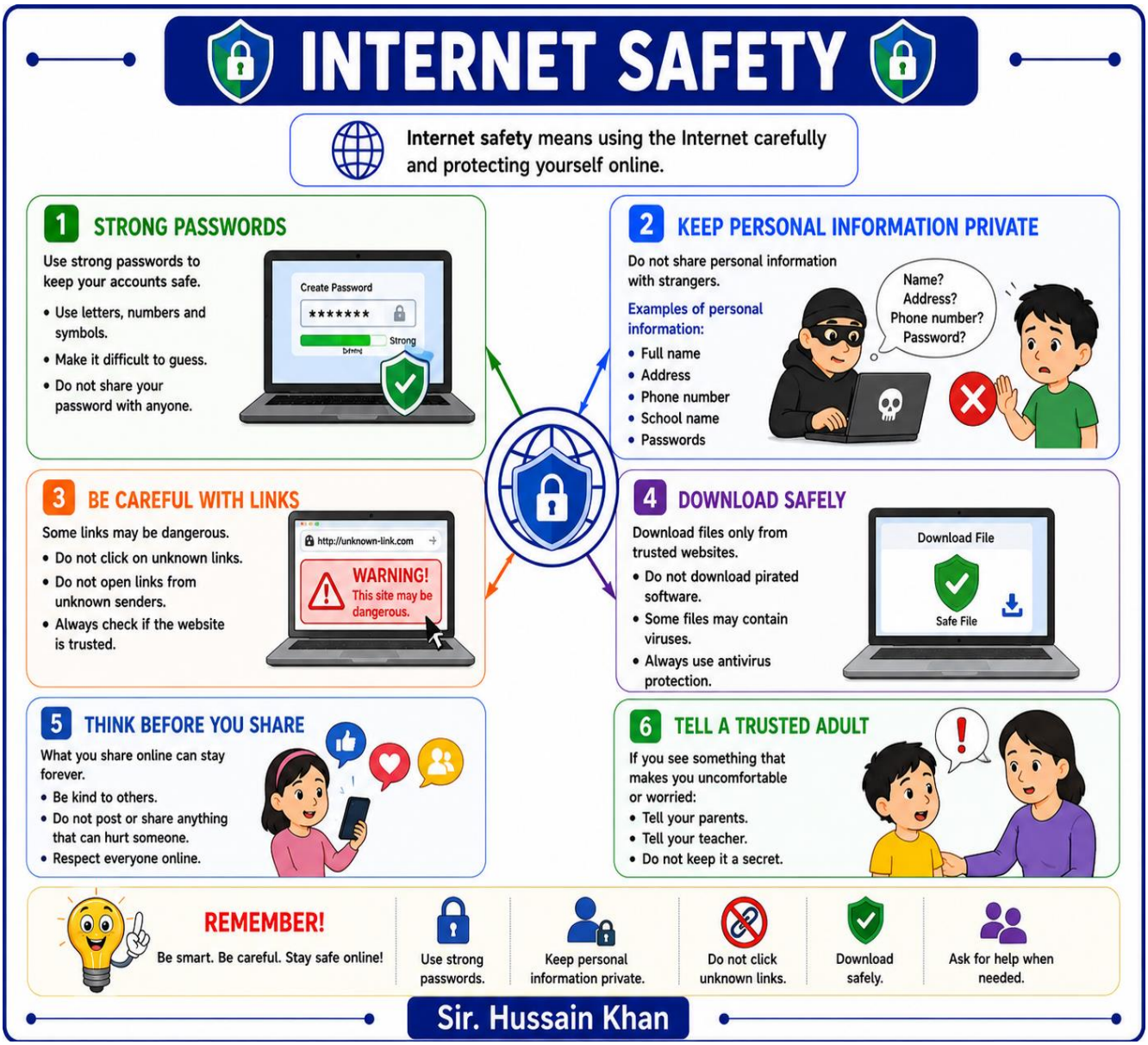
- Classes
- Meetings
- Family conversations

4. Good Online Behavior

When communicating online: Be polite. Use respectful language.

Unit 6

Internet Safety


INTERNET SAFETY
Internet safety means using the Internet carefully and protecting yourself online.
1 STRONG PASSWORDS
Use strong passwords to keep your accounts safe.
• Use letters, numbers and symbols.
• Make it difficult to guess.
• Do not share your password with anyone.
Create Password
Strong
2 KEEP PERSONAL INFORMATION PRIVATE
Do not share personal information with strangers.
Examples of personal information:
• Full name
• Address
• Phone number
• School name
• Passwords
Name?
Address?
Phone number?
Password?
3 BE CAREFUL WITH LINKS
Some links may be dangerous.
• Do not click on unknown links.
• Do not open links from unknown senders.
• Always check if the website is trusted.
http://unknown-link.com
WARNING!
This site may be dangerous.
4 DOWNLOAD SAFELY
Download files only from trusted websites.
• Do not download pirated software.
• Some files may contain viruses.
• Always use antivirus protection.
Download File
Safe File
5 THINK BEFORE YOU SHARE
What you share online can stay forever.
• Be kind to others.
• Do not post or share anything that can hurt someone.
• Respect everyone online.
6 TELL A TRUSTED ADULT
If you see something that makes you uncomfortable or worried:
• Tell your parents.
• Tell your teacher.
• Do not keep it a secret.
REMEMBER!
Be smart. Be careful. Stay safe online!
Use strong passwords.
Keep personal information private.
Do not click unknown links.
Download safely.
Ask for help when needed.
Sir. Hussain Khan

1. **What is Internet Safety?**
2. Internet safety means protecting yourself while using the Internet.

3. **Strong Passwords**

- A strong password helps keep accounts safe.
- Good passwords:
- Use letters and numbers
- Use symbols when possible
- Are difficult to guess
- Do not share your password with others.

4. **Personal Information**

- Personal information includes:
- Full name
- Address
- Phone number
- Passwords
- Do not share personal information with strangers online.

5. **Unsafe Links**

- Some links may be dangerous.
- Before clicking a link:
- Check if the website is trusted.
- Ask a teacher or parent if unsure.

6. **Downloads**

- Only download files from trusted websites.
- Some files may contain viruses that can harm a computer.

7. **Be Careful Online**

- Always:
- Use strong passwords.
- Visit trusted websites.
- Keep personal information private.
- Tell a trusted adult if something seems wrong.

Computer Glossary

Address Bar – The place where a website address is typed.

Browser – A program used to visit websites.

CPU – The main processing part of a computer.

Desktop – The main screen of a computer.

Email – Electronic mail sent over the Internet.

File – A collection of information saved on a computer.

Folder – A place used to organize files.

Hardware – Physical parts of a computer.

Icon – A small picture that represents a file, folder, or program.

Internet – A worldwide network connecting computers.

Keyboard – An input device used for typing.

Monitor – The screen that displays information.

Mouse – An input device used to point and click.

Password – A secret word used to protect an account.

Program – Software that performs a task.

Recycle Bin – Stores deleted files temporarily.

Search Engine – A website used to find information online.

Settings – A tool used to manage computer options.

Software – Programs and instructions that run on a computer.

Taskbar – A bar that usually appears at the bottom of the screen.

URL – The address of a website.

Website – A collection of web pages on the Internet.

Wi-Fi – Wireless technology used to connect to the Internet.

Final Assessment

Part A: Multiple-Choice Questions

Choose the correct answer.

1. What is a computer?
   a) A toy
   b) An electronic machine
   c) A book
2. Which part of a computer displays information on the screen?
   a) Mouse
   b) Monitor
   c) Keyboard
3. What does CPU stand for?
   a) Central Processing Unit
   b) Computer Power Unit
   c) Central Print Unit

4. Which of the following is an input device?
   a) Monitor
   b) Printer
   c) Keyboard
5. Hardware refers to:
   a) Physical parts of a computer
   b) Programs and instructions
   c) Websites
6. Which of the following is software?
   a) Mouse
   b) Monitor
   c) Microsoft Word
7. What is a file?
   a) A device
   b) Information stored on a computer
   c) A computer game
8. What is a folder used for?
   a) Organizing files
   b) Playing music
   c) Connecting to the Internet
9. What is the desktop?
   a) The main screen of a computer
   b) A printer
   c) A cable
10. What does the Start Menu help users do?
    a) Open programs
    b) Clean the monitor
    c) Print documents
11. What is Settings used for?
    a) Playing games
    b) Managing computer options
    c) Watching videos
12. What is a web browser?
    a) A program used to visit websites
    b) A storage device
    c) A speaker

13. What is an email used for?
    a) Sending and receiving messages
    b) Playing games
    c) Drawing pictures
14. What should you keep secret online?
    a) Password
    b) Wallpaper
    c) Monitor
15. Which technology helps a computer connect to the Internet wirelessly?
    a) CPU
    b) Wi-Fi
    c) Printer

Part B: True or False

Write **True** or **False**.

1. A computer can store information. _____
2. The keyboard is used for typing. _____
3. Software is a physical part of a computer. _____
4. A folder helps organize files. _____
5. The taskbar is usually found at the bottom of the screen. _____
6. Google Chrome is a web browser. _____
7. A website contains information on the Internet. _____
8. Email stands for electronic mail. _____
9. It is safe to share your password with strangers. _____
10. Strong passwords help protect accounts. _____

Part C: Fill in the Blanks

Use the words below:

computer, folder, browser, email, Wi-Fi

1. A _____ is used to organize files.
2. A web _____ is used to visit websites.
3. _____ allows a computer to connect to the Internet wirelessly.
4. An _____ is used to send and receive messages.
5. A _____ is an electronic machine that processes data.

Student Information

Name: _____

Teacher: _____

Class: _____

Date: _____

Score: _____ / 30

Congratulations!

You have completed the **Computer Basics for Beginners** course.

Keep practicing your computer skills and continue learning new technology! 🎉